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About TPM

The Oracle Textura Payment Management system (TPM) is an internet-based construction invoicing and payment solution. With TPM:

- Pay application documents are automatically generated, electronically signed, and available online for review and approval
- Payments are made electronically, resulting in faster access to funds
- Compliance documents can be submitted and tracked online.

Users benefit from increased productivity, lower costs, reduced risks, improved communication, and better cash flow.

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Using the Subcontractor Invitation Email

Users receive an email to set up an account on the Oracle Textura Payment Management (TPM) system.

Follow the links contained in the system-generated email invitation to create an account.

Note: A Textura representative or a General Contractor invites a Subcontractor to use the system. A Textura representative, General Contractor, or Prime Subcontractor can invite a Sub-Tier.

Haven't received an invitation?
A Textura representative can resend it. Contact Oracle Support.

- Use the first link to see user setup instructions.
- Use the second link to go to the Create Username screen.

Next: Continue Account Setup on the Create Username screen.
See Create Subcontractor Username & Password (on page 6).
Create Subcontractor Username & Password

Use the Create Username screen to choose a username and password for the Oracle Textura Payment Management system.

Choose a Username
Enter a name in the Username field.  
Example: jsmith

Username Rules
- Use letters, numbers, or underscores (_).
- Do not use any symbols or spaces.
- Do not use more than 20 characters.

Choose a Password
Enter your password in both the Enter Password and the Re-Enter Password fields.  
Example: jssx1960

Passwords Rules
- Include at least one letter.
- Include at least one number.
- Include at least eight characters.
- Do not use symbols or spaces.  
  For example: Do not use characters from another language.
Do not use easily guessable words.
- Do not use names (organization name, your name, username, etc.).
- Do not use previous passwords.
- Avoid words commonly used as passwords. For example: Do not use "password".

Remember passwords are case sensitive.

Passwords Expire
When your password expires, you will be prompted to create a new one. If you are an Enterprise Administrator, see Edit General Contractor Primary Organization to change the password expiration.

Choose Submit
The username and password information is saved, and the Edit User Profile screen displays.

Next:
- Subcontractors: Continue Account Setup on the Edit User screen.
  See Edit Subcontractor User Profile (on page 8)
- Lien Waiver Only Sub-Tiers: Continue Account Setup on the Edit User screen.
  See Edit Sub-Tier User Profile.
Edit Subcontractor User Profile

Use the **Edit User** screen to add or change information about a user.
Only using the system to sign lien waivers? You will not need to assign as many user permissions. See Edit Sub-Tier User Profile for instructions.

Enter User Information
Fill out all fields with red asterisks.

Note: These values are used to populate any project documents the user must sign on the system.

- First Name
- Last Name
- User Name
- Title

(Optional) Choose a User Role
Choose from:
- Enterprise Administrator (Only another Enterprise Administrator can assign this role)
- Local Administrator
- Regular User
- View Only.

Not sure which role to choose? See Subcontractor User Permissions for more information about User Roles.

Enter Contact Information
Fill out all fields with red asterisks.

- E-Mail
  Note: Only an Enterprise Administrator can change an email address.

- Phone#1

Setup Verification Phone Number
Enterprise Administrators must add Verification Phone Numbers as part of two-step verification. All other users can enable the two-step verification settings. Two-step verification reduces the risk of someone accessing an organization's sensitive information by requiring something a user knows (a password) and something the user has (a phone).

Select the check box to require two-step verification whenever you update your account.
Note: Enterprise Administrators cannot configure this setting. All Enterprise Administrator must use two-step verification.

See Setting Up a Verification Phone Number for more information.

Select Notification and Permissions
1) Select an Email Notification for Project Messages preference.
   - Email with each notification that occurs—Each project message will be emailed to the user.
   - Never—I will get them from my homepage—No emails will be sent; a user can view project messages from the message link on the project home page.
2) Select the Date Input Format under the Notification and Permissions section.
   - mm/dd/yyyy
   - dd.mm.yyyy
   
   Note: The dd-Mon-yyyy is always an acceptable date format.
3) Select user permissions under the User Can section.

Tip
Only administrators can assign permissions to users.

Note: Enterprise Administrators can assign any permissions to any user. Local Administrators have limited abilities to assign permissions.

See Subcontractor User Permissions for more information about roles and permissions.

- Manage Projects—Enter invoices, manage subcontracts, and create Schedule of Values (SoV)
- Manage Compliance—Submit compliance documents (such as insurance certificates)
- Sign on Behalf of the Company—Sign documents such as invoices and lien waivers
- Invoice Approver—Approve or reject invoices submitted by Sub-Tier Subcontractors
- Authorize Payments for Disbursement—Review and authorize payments before funds are released by the Disburser (Not applicable for Subcontractors)
- Disburse Project Funds—Release company funds via ACH payment per draw (Not applicable for Subcontractors)
- Disburse Enterprise Wide Funds—Release company funds via ACH payments across multiple projects and multiple draws (Not available to Subcontractors)
- Manage Owner Funding—Enter funding information and track the date an Owner funds a draw (Not available to Subcontractors)
- Manage Classified Attachments—View any attachment that has been marked classified
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- Manage EPP — Select or change Early Payment Program (EPP) settings (Not available to Subcontractors)
- Create Projects—Add new projects, set up projects, and manage project users (Not available to Subcontractors)
- Manage Interfaces—Control import and export of accounting information from the system (Not applicable for Subcontractors)
- View All Organization Projects—View all projects enterprise wide
- Notarize Documents—Electronically notarize documents

Note: The user must be a notary.

(Optional) Notary Information

The Notary Information section is only required for users who Notarize Documents.

- Notary State
- Notary County
- Notary Municipality
- Notary Expiration Date
- Notary Certificate Number

Accept Consent Form

If your organization requires acceptance of a data collection consent form, you must accept the consent form before you can update Personal Information (PI) on your user profile.

1) Select the link to download the consent form.
2) After reading the form, select the check box to accept.

Save

Once all information is complete, choose Save Profile.

Next: Continue Account Setup on the Reset e-Sign PIN screen.
See Edit Subcontractor e-Sign PIN (on page 12).

Edit Subcontractor e-Sign PIN

Use the Reset e-Sign PIN screen to create or reset a Personal Identification Number (PIN). The PIN is used to sign documents.
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**Note:** Only Subcontractor users with Signer or Notary roles require a PIN. A Lien Waiver Only Sub-Tier (LW Sub) will always require a PIN to sign documents.

**Tip**

Keep this PIN in a safe location. You will need it to sign all legal documents on the system.

---

**Enter Current Password**

This is the password you use to log in to the system.

---

**Enter PIN Number**

Create a 4-6 digit PIN to apply your electronic signature to invoices and lien waivers on the system.

**Tip**

This is similar to an ATM PIN.

**Re-Enter PIN**

Verify your PIN by re-entering it.
Submit

Choose the Submit button.

A Status screen confirms the PIN has been updated.

**Note:** If your company is already established on the system, this is the last step to complete user setup.

Next: If you are the first Subcontractor user, continue Account Setup.
See Edit General Contractor Primary Organization

If you are the first Sub-Tier user, see Edit Sub-Tier Organization

**Edit Subcontractor Primary Organization**

**First User**

Use the Edit Primary Organization screen to enter your organization's details as part of the account setup process.
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Only signing invoices on the system as a Sub-Tier? You do not need to complete this entire screen. See Edit Sub-Tier Organization for more details.

Enterprise Administrators

Use the Edit Primary Organization screen to update your organization's details.
### Edit Primary Organization

#### Business Information
- **Company Name:**  
- **Country:** United States of America  
- **Address Line 1:** 401 Island Parkway  
- **City:** Redwood Shores  
- **State:** California  
- **Zip Code:** 94065  
- **Phone:** 650-355-0100  
- **Alternate Phone:**  
- **Fax:**  
- **Mobile:**  
- **Default Currency:** USD  
- **Default Translation:** English-US  
- **Minority Status:** None

**Tax ID:**  
- Concerning Tax ID: Please input your Federal Employer Identification Number (FEIN) as a nine-digit number (12-3456789) formatted as shown with a dash. Do not input a Social Security Number as this data may be used to search for your organization on printed documents.

- **Enable Oracle Customer Service User:**  
- **Organization Type:** 
- **Tax Rate Table:**  
- **Organization Role:**  
- **Accounting Package (ERP):**  
- **Document Imaging System:**  
- **Interface Rules (JSON):**  
- **Invoice Export Timing:** When invoice is approved  
- **Consolidated Organization:**  
- **Disable Manual Creation of Subcontracts:** No  
- **Allow Setting of Compliant Type**  
- **Allow “Save as Draft” when Modifying Subcontractors:** No  
- **Allow Approval of Modified Invoices:** No  
- **Allow Subcontractor Change Order Requests:** No  
- **Allow Variable Discount Rate:** No  
- **Allow Out of Order Disbursements:** No  
- **Enable Notice of Lending for EPP Projects:** No  
- **Project Fee Schedule:**  
- **Earned Money Balance:** 0.00  
- **Earned Money Transactions:**  
- **Days before passwords expire:** 90  
- **Default date input format:** MM/dd/yyyy (31-Dec-2008) is always accepted

**Organization Rejection Reason:**  
- **Manage Rejection Reasons**

#### Bank Information
- **For security purposes, the bank account is hidden. To view or edit bank information, you must verify your identity.**

- **Bank Name:**  
- **Bank City:**  
- **Bank State:**  
- **Bank Country:**  
- **Bank Account Name:**  
- **Routing Number:**  
- **Next Check Number:**  
- **IIBN account #**  
- **Bank Account Type:**  
- **Bank Account #:**  
- **Re-enter Bank Account #:**

**Pay Fees With:**  
- **Bank Account #:**

#### Segment Information
- **Enable Segments:**  
- **View/Edit Segments**
Enter Business Information
Fill out all fields with asterisks.
- Company Name
- Country
- Address
- City
- State
- Zip Code
- Phone
- Default Currency

Fields without asterisks are optional.
- County
- Alternate Phone
- Fax
- Mobile
- Default Translation
  - English-Australia
  - English-US
  - English-Canada
  - English-UAE
  - English-UK

(Optional) Select Minority Status
Choose the pencil icon to open a Minority Status dialog box. Select a check box to indicate a minority certification.

Note: Minority status defaults to None.

1) Select minority statuses:
- AABE—African American Business Enterprise
- ABE—Asian American Business Enterprise
- AVMBE—Aboriginal & Visible Minority Enterprise
- DBE—Disadvantaged Business Enterprise
- DVBE—Disabled Veteran Business Enterprise
- EDGE—Encouraging Diversity Growth and Equity
- HBE—Hispanic American Business Enterprise
- LGBT—Lesbian, Gay, Bisexual, Transgender Enterprise
- Local—Local Business
- MBE—Minority Owned Business Enterprise
- NHO—Native Hawaiian Organization
- NABE—Native American Business Enterprise
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- **SBE**—Small Business Enterprise
- **VOSB**—Veteran Owned Small Business
- **WBE**—Woman Owned Business Enterprise.

2) Select **Save**.
The dialog box closes and minority status changes display on the screen.

**Enter Tax ID**
Use your FEIN, a nine digit number with a dash (12-3456789).

**Caution:** Do not use a Social Security Number as a Tax ID. This number may be visible on project documents.

**(Optional) Select Business Settings**
Contact a Textura representative for help with these fields.

- **Tax Rate Table** (Canadian organizations)

**Note:** The **View/Edit Tax Rates** link navigates to a screen to enter tax rates.

**Caution:** Subcontractors should work with Textura Administrators to select these settings.

- **Enable Oracle Customer Service User**
- **Organization Role**
- **Subscription Level**
- **Accounting Package**
- **Document Imaging System**
- **Interface Rules**
- **Invoice Export Timing**
- **Disable Manual Creation of Subcontracts**
- **Allow "Save as Draft" when Modifying Subcontractor Invoices** (Australian organizations)
- **Allow Approval of Modified Invoices** (Australian organizations)
- **Earnest Money Balance**
- **Earnest Money Transactions**

**(Optional) Change Password Expiration**
Select **Days before passwords expire** to set the number of days between password expirations.

- 30
- 60
(Optional) Choose Default Date Format

- mm/dd/yyyy
- dd.mm.yyyy

**Note:** dd-Mon-yyyy is always an acceptable date format.

---

**Enter Bank Information**

**Don't see bank account information?** For security purposes, the bank account is hidden after an organization is created. You must use two-step verification to view or edit bank information.

See Setting Up a Verification Phone Number for the steps to set up two-step verification on the system.

Enter details about the account to make ACH payments through the system.

Fill out all fields with asterisks.

- **Bank Name**
- **Bank Country**
- **Routing Number**
- **Bank Account Type**
- **Bank Account #**

**Note:** Once the account is set up, only the last four digits of the bank account will be visible. Only Enterprise Administrators in your organization can see or change your bank information.

**Pay Fees With**

- **Bank Account**
  - **Add/View Credit Card** link—Opens an **Edit Accounts** dialog box
  
  See Adding a Credit Card for steps to add or update a credit card used to pay system fees.

Fields without asterisks are optional.

- **Bank City**
- **Bank Locality**
- **Bank Account Name**
(Optional) Segment Information

Segments reflect how an organization manages projects. For example, an organization may group projects by region or business unit. This feature helps organizations efficiently sort and track projects.

Enable Segments

Select the check box under the Segment Information section.

Notes:
- Once the segments are enabled, users assigned the Project Manager role on a project may assign the project to a segment.
- Enterprise Administrators can view and edit segments without enabling segments.

See Managing Subcontractor Segments for steps to add and edit segments.

(Optional) Configure Data Consent Form

Set up a data collection consent form users must accept before saving or updating user profiles on the system. Consent forms explain the need to protect Personal information (PI) while entering personal data online.

See About Personal Information for more information on how the system collects and processes PI. For the steps to add a consent form, see Set Up a Data Collection Consent Form.

Save

Choose the Update Organization button to save changes. A Status screen confirms the organization profile has been updated.

Note: Only Enterprise Administrators can edit an organization.

Next Step: Once the Primary Organization is set up, Subcontractors and Sub-Tiers can confirm contracts on the system.

See Confirm Contract (on page 20).

Confirm Contract

To participate as a Subcontractor in a project on the system, you must confirm the contract.
**Haven’t received an invitation?**  
Only administrators can confirm contracts. If you haven't received an invitation, a Textura representative can resend it. Contact Oracle support.

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**Review Contract**

Review all of your contract information on this screen.

**Note:** The usage fee for this project is displayed and will be taken from your bank account or charged to your credit card once you choose Confirm.

---

**Tips**

- **Contract Signatory**  
  Some projects will require contact information for the person who signed the contract. If the fields are on the Accept EPP Enrollment screen, fill them in before choosing to Accept or Ask Again Later. The Contract Signatory section includes the following fields:
  - First Name
  - Last Name
  - Phone Number
  - Email Address
- **Missing Change Orders**  
  You can confirm the contract and contact the General Contractor or Prime Subcontractor to ask about change order status.
- **Invoicing**  
  You must confirm the contract before submitting an invoice.

  **Note:** Oracle does not allow Subcontractor usage fees to be paid by check. Before your contract can be accepted or completed, you must update your organization profile to select a different payment method.

---

**Confirm**

Choose Confirm. The usage fee is immediately collected, and a Status screen indicates the contract has been confirmed.

Next: Assign project roles on the User Roles screen.
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